



## FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

### OFFICE TECHNICIAN (TYPING)

<b>SALARY RANGE</b>	<b>\$2809 - \$3515</b>
<b>TENURE/TIME BASE</b>	<b>Permanent/Full Time</b>
<b>PROGRAM/DEPARTMENT</b>	<b>Fiscal Services</b>
<b>FINAL FILING DATE</b>	<b>December 4, 2015</b>

**DESCRIPTION OF DUTIES:** Coordinates all purchasing activities for the facility. Advises and assists in training staff on purchasing procedures to be in compliance with the control agencies rules and regulations. Processes all equipment purchases for the departments and programs. Coordinates all approved purchase requests in accordance with State Administrative Manual and facility policies and procedures. Reviews purchase requests for completeness and correctness. Issues PO#, inputs, update and maintains the log book on Access data base for all purchase requests. Review the log book information with the approved purchase orders for accuracy on weekly basis. Maintains a numerical file on all PO's and sub-PO's, contract/delegation orders, supply orders, resident benefit fund and special deposit orders. Provides purchase order files and records for review and audit as requested. Assists and trains employees throughout the facility requesting assistance in typing purchase orders and supporting documents. Maintains CMAS contracts; obtain approval for CMAS invoices and batches to Headquarters for payments. Other duties as assigned. Candidate must have the ability to type at least 40 n.w.p.m.

**WHO MAY APPLY:** Candidates with list, transfer or reinstatement eligibility for the classification. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews.

**Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the State Personnel Board website [www.spb.ca.gov](http://www.spb.ca.gov). **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

**TYPING CERTIFICATE MUST BE ATTACHED OR YOUR APPLICATION WILL NOT BE CONSIDERED.**

***\*Only applications with original signatures will be accepted\****

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:**

FAIRVIEW DEVELOPMENTAL CENTER  
TESTING OFFICE, ROOM 211  
2501 HARBOR BLVD.  
COSTA MESA CA 92627  
(714) 957-5255

**IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.**

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: OFFICE TECHNICIAN (TYPING)  
RELEASE DATE: 11/19/2015